



# Purchasing Procedures



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## Purchasing Procedures

Dalton State College utilizes the purchasing procedures as outlined by the Department of Administrative Services, a State of Georgia agency.

Items on Statewide Contracts by State purchasing are required to be purchased from contract vendors unless the State allows an exception to that contract. Prices will be bid/verified to be sure we are receiving the lowest price. Non-Contract items may now be submitted on the same order as the contract items. You must indicate in the description column the non-contract item.

DOAS Statewide Contract webpages located at:

[http://ssl.doas.state.ga.us/PRSapp/PR\\_StateWide\\_contract\\_list\\_alpha.jsp](http://ssl.doas.state.ga.us/PRSapp/PR_StateWide_contract_list_alpha.jsp)

Agency Contracts may be processed for services and supplies most commonly used by the agency during the year.

Purchases of supplies and equipment not covered under the above categories are considered as General and are purchased as follows:

- Stationary is carried in DSC Central Stores. These items must be requisitioned from Central Stores using the Material Request Form on the Purchasing Website.
- Purchases less than \$5,000, may be bid, if the bid procedures and processes are beneficial to the College. Orders not bid are usually processed to the vendor recommended by the department.
- Purchases greater than \$5000, but less than \$100,000, are Competitively Bid by our agency and are awarded to the vendor with the lowest qualified bid. Qualified, means the bid meets all the specifications required and bid forms are completed and signed as requested. Please, allow for 4 to 5 weeks processing time. If you are wanting to *Sole Brand* a brand, you must complete a *Sole Brand Form*, Sole Brand instructions are on the purchasing website. If you are wanting to *Sole Source* a Vendor, you must complete a *Sole Source Form*, Sole Source instructions is on the purchasing website. If you are Sole Sourcing both Brand and Vendor, *both forms must be completed. These forms must accompany the requisition. We cannot process a sole source order without the forms.*

**Please Plan Ahead.** Again, all forms are located on the DSC Purchasing website.

- **Emergency Purchase Orders** more than \$100,000 must have State Approval. The state considers an emergency to be life threatening or an incident that will shut-down operations.
- All computer related requisitions must be sent to: Terry Bailey at OCIS for approval before sending to the Purchasing Department. Computer orders must have EDP Approval.
- Purchases greater than \$100,000 are processed to State Purchasing for competitive bidding. Allow for 6 to 8 weeks processing time. **Please Plan Ahead.**
- *The Purchasing Department determines the vendor on all orders. Do not make contact with any vendor until you have received your copy of the purchasing order.*
- **Dalton State College delivers orders only once. The location of delivery must be noted on the requisition: if not, the department's personnel will be responsible for relocating or transferring the order appropriately.**

**UNDER NO CIRCUMSTANCES IS AN INDIVIDUAL TO PURCHASE OR ORDER ANY ITEM OR CONTRACT SERVICES WITHOUT PRIOR APPROVAL FROM THE PURCHASING DEPARTMENT. ANY ORDERS BEING PLACED MUST HAVE A PO# TO PROCESS TO THE VENDOR. UNAUTHORIZED PURCHASES OR ORDERS MAY RESULT IN THE INDIVIDUAL ORDERING TO PAY FOR THOSE ORDERS PERSONALLY. THE EXCEPTION TO THIS IS THE PURCHASING CARD AUTHORIZED PURCHASES.**

Items to be ordered *ON APPROVAL* or *PREVIEW* should be processed as any other request for purchase. A requisition must be processed to the Purchasing Office with *FOR APPROVAL ONLY* or *PREVIEW ONLY* noted in the special instructions. After preview, notify the Business Office whether you are retaining the materials or returning to vendor. A requisition to the Bookstore for "UPS" to return these materials must include the vendor name and address and the requisition number or PO number ordered. *Any approval or preview orders not approved by the Purchasing Office before ordering will be the personal responsibility of the person ordering; to pay for the return of the materials.*

Equipment or supplies orders greater than \$100,000 are state orders. A requisition should be completed as indicated. In the description column, type "Please see attached # page(s) of # items. To process a state order requires approximately 6-8 weeks. ***Please Plan Ahead.***

**THE PURCHASE REQUISITION IS A REQUEST FOR PURCHASES ONLY. AUTHORIZATION FOR PURCHASE IS GRANTED TO A VENDOR ONLY AFTER A PURCHASE ORDER HAS BEEN ISSUED BY THE PURCHASING DEPARTMENT. THE PURCHASING DEPARTMENT IS THE ONLY AUTHORIZED PURCHASER / BUYER FOR DALTON STATE COLLEGE. UNAUTHORIZED PURCHASES BY INDIVIDUALS MAY RESULT IN THAT INDIVIDUAL PAYING FOR THE GOODS AND/OR SERVICES PERSONALLY. THE EXCEPTION TO THIS IS THE PURCHASING CARD AUTHORIZED PURCHASES.**

### Receiving Copy

A receiving copy is proof an order has been received by the department and is in good working condition. It is processed to Accounts Payable as documentation for payment. An order needs to be checked when received to be sure it is what was ordered and is in good working condition. *The Purchasing Department and Accounts Payable needs to be notified immediately of any problems with an order. We do not want to pay the invoice until the merchandise is acceptable.*

Any materials, which need to be returned to a vendor, should be returned by UPS through the Bookstore. This allows tracing of all orders; regular mail is not traceable. When the value of the materials is greater than \$100 dollars, it must be INSURED for its value. To return the materials, receive authorization from vendor and issue a requisition to the Bookstore for UPS. In the description column, list name and address of vendor and requisition number or PO numbers where ordered. Process Original copy of requisition number with package to the Bookstore. Send a copy of the requisition to Purchasing. If the package is too large to handle, call Central Receiving. They will assist and deliver to the Bookstore. If necessary, they will also assist in the packaging. When you return a package to be repaired or replaced, please notify Central Receiving you are expecting a package from a vendor. You will receive the package quicker if we know where it is to be delivered upon arrival. If an item needs to be returned due to the *Vendor error, they are responsible for paying for the return shipping and must issue a call tag.*

Any Questions, Please call or E-Mail us as follows:

Mary W. Hood 4478 [mhood@daltonstate.edu](mailto:mhood@daltonstate.edu)

Jordy Lawson 4534 [jlawson@daltonstate.edu](mailto:jlawson@daltonstate.edu)

Penny Cordell 4498 [pcordell@daltonstate.edu](mailto:pcordell@daltonstate.edu)



## Purchasing Requisition Instructions

Purchase Requisition Form can be found on the DSC Purchasing webpage at:  
[http://www.daltonstate.edu/purchasing/pdf/pur\\_req.pdf](http://www.daltonstate.edu/purchasing/pdf/pur_req.pdf)

### The Requisition Check List

*Please consult the requisition check list. These items are required on all requisitions.  
Forms to be completed on-line.*

- ✓ **Date – Date Requisition typed.**
- ✓ **Requisition Number – A list of numbers are given to each department at the beginning of each fiscal year.**
- ✓ **Vendor Number- The Vendor number will be created now by Peoplesoft. We will still need the Federal Id number or Social Security Number. When talking to a new vendor, request the Federal ID / Social Security Number and fax number.**
- ✓ **Suggested Vendor- All orders greater than \$5,000 except Statewide contracts or Special Authority, must have a complete address, phone and fax number of the vendor you want to receive a copy of the bid documents. Please Plan Ahead.**
- ✓ **Requested Delivery Date- Do not process with ASAP. Date required or time limit (example: 2 weeks, ect or actual date)**
- ✓ **Department Name- Your department name and last name of the person requesting the order (example: Purchasing / Hood). Technical Division will also include division. If an order is to be delivered to a location other than your location, indicate here. The order will be delivered only once.**
- ✓ **State Contract Number- When ordering from statewide contract, type the contract number in this block. Be sure to double check the expiration date, to be sure the contract is up-to-date. All statewide contracts are on the DOAS website. Please reference our website for directions to statewide contracts.**
- ✓ **Item #- Assign each individual item a separate number. Starting with 1, use consecutive numbering, (1,2,3,ect). This includes shipping.**

- ✓ **Description-** Need complete description of item, (sizes, color, finishes, special requirements, ect) including model numbers, brands and manufacturer's name- be specific. Part numbers or general descriptions such as supplies, cassettes, or just numbers are not acceptable. Double space between items. If there are more than 10 items single line items, type all the items on the Requisition Form Page Two found on our webpage. On the face of the Requisition type *"Please see Attached" # page(s) of # items. On orders between \$5,000 and \$100,000, type all the items on the Requisition Form Page Two.*
- ✓ **Quantity & Unit-** Unit abbreviations are attached. The unit is processed in this column, not in the description column. Do not leave off unit (example: 1 ea, 1bx, etc)
- ✓ **Unit Price-** Only necessary when you have two or more items. Please omit "\$" signs.
- ✓ **Total Price-** All orders must have prices on them.
- ✓ **Special Instructions-** This space may be used to explain any special request for your order (example: Mail order form with PO, email addresses) and to give explanation for purchase.
- ✓ **Grand Total-** Total of all items.
- ✓ **Department Account No- Budget Account number.** Please double-check for accuracy. If budget number is omitted, the requisition will be returned for completion.
- ✓ **Requested By-** To be signed by Division / Department Head.
- ✓ *Forward original Requisition to the Purchasing Department. Keep a copy for your records. A copy of the Purchase Order will be returned to you.*

**REQUISITIONS INCOMPLETE AS PER ABOVE INSTRUCTIONS WILL BE  
RETURNED FOR COMPLETION.**

*If you have questions or needs assistance in completing the requisitions please call  
Mary Hood @ 4478*



## Inventory Transfer

**DO NOT TRANSFER** any decaled items without first notifying the Purchasing Department. You **MUST E-mail** the Purchasing Department when state decaled equipment and/or furniture is to be transferred from one location to another. E-mail address: [jlawson@daltonstate.edu](mailto:jlawson@daltonstate.edu). Please use the Equipment Transfer Form, on the DSC Purchasing Website.

To transfer non-inventory equipment or furniture, E-mail the Central Receiving Department E-mail address: [jlawson@daltonstate.edu](mailto:jlawson@daltonstate.edu). They will schedule the move. Be sure the location of the equipment is being transferred to is the permanent location. We only want to relocate once.

## Bidding Process

State Purchasing laws requires the purchasing department at Dalton State College to process all bid orders. All bids \$5,000 and over are now being listed on the DOAS Web Page and the DSC Purchasing Website listed as Bid Opportunities. All vendors are responsible for downloading the bid packages from this site. Any vendor having a problem with this process may call us for assistance. You must supply a list of any vendors you want to receive a copy of the bid. The DOAS Bid Registry is at: <https://ssl.doas.state.ga.us/VendorDB/mainframe.jsp>

**Once an order has been put out to bid, you must have no contact with prospective vendors until the purchase order has been issued. If a vendor contacts you about an order, refer them to the purchasing department. DO NOT DISCUSS THE ORDER WITH THEM.**

If you find you have additional information required to effectively bid an order, notify the purchasing department. We will then process an addendum to the bid and allow all the vendors additional time to respond.

State regulations require we allow the vendors ten (10) to fifteen (15) days to respond to the bids. *Please Plan Ahead*



## Abbreviation Charts

### Two-Letter Abbreviations for State, District, & Territory Names

*These two-letter abbreviations, recommended by the U.S. Post Office Department, should be used for business addresses for which zip codes are known and used.*

Alabama	AL	Kentucky	KY	Ohio	OH
Alaska	AK	Louisiana	LA	Oklahoma	OK
Arizona	AZ	Maine	ME	Oregon	OR
Arkansas	AR	Maryland	MD	Pennsylvania	PA
California	CA	Massachusetts	MA	Puerto Rico	PR
Canal Zone	CZ	Michigan	MI	Rhode Island	RI
Colorado	CO	Minnesota	MN	South Carolina	SC
Connecticut	CT	Mississippi	MS	South Dakota	SD
Delaware	DE	Missouri	MO	Tennessee	TN
District of Columbia	DC	Montana	MT	Texas	TX
Florida	FL	Nebraska	NE	Utah	UT
Georgia	GA	Nevada	NV	Vermont	VT
Guam	GU	New Hampshire	NH	Virgin Islands	VI
Hawaii	HI	New Jersey	NJ	Virginia	VA
Idaho	ID	New Mexico	NM	Washington	WA
Illinois	IL	New York	NY	West Virginia	WV
Indiana	IN	North Carolina	NC	Wisconsin	WI
Iowa	IA	North Dakota	ND	Wyoming	WY
Kansas	KS				

### Abbreviations for Unit of Issue

Bag	BG	Each	EA	Ream	RM
Bottle	BT	Gross	GR	Set	ST
Box	BX	Hundred - C or	HD	Sheet	H
Case	CS	Lot	LT	Skid	SD
Carton	CT	Pack	PK	Thousand - M or	MX
Cartridge	CTG	Package	PKG		
Dozen	DZ	Reel	RL		
Drum	DR	Roll	RO		